

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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**State Title:** Engineering Specialist I to Engineering Specialist IV  
**Functional Title:** Environmental Permit Spec I to Environmental Permit Spec IV  
**Job Posting:** 12211  
Monthly Salary: \$2970.00 - \$4200.00  
Posting Date: 08/16/2012  
Close Date: 08/30/2012  
Section/Division: IHW Permits Section/ Waste Permits Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 6337

### **Job Description:**

Regulates industrial and hazardous waste (I&HW) facilities through the technical reviews and processing of applications; drafts and modifies permits; interacts with industry and the public; and interprets applicability of regulations and policies. Reviews and evaluates permit applications, reports, certifications, and notices of waste management activities and correspondence to ensure compliance with applicable minimum technical requirements, rules, and regulations. Coordinates and integrates technical reviews of permit actions to ensure complete, compliant, and timely responses. Interprets state and federal statutes and regulations applicable to I&HW management activities. Originates and maintains accurate, organized, and complete records of reviews. Participates in public meetings conducted by the Commission; and in public hearings and meetings with applicants, governmental officials, agency staff, and the public regarding assigned projects or as assigned by management. Communicates information in writing to regulated entities. Drafts and edits permit contents and prepares final packages, including comprehensive technical review and/or preliminary determination summaries for projects, for approval by the Executive Director of the Commission. Conducts phone duty to answer inquiries from the general public regarding permitting, regulatory, or other related issues. Maintains technical guidance documents, Standard Operating Procedures (SOPs), and/or correspondence templates. Attends technical training activities related to IHW permitting.

### **Minimum Qualifications:**

Environmental Permit Specialist I - A bachelor's degree from an accredited college or university with a major in engineering, physical science, environmental science, or a related field.

Environmental Permit Specialist II - A bachelor's degree from an accredited college or university with a major in engineering, physical science, environmental science, or a related field, plus one year of full time experience in performing engineering, technical, or related work in environmental permitting or control activities.

Passing the Fundamentals of Engineering examination may be substituted for six months of the required experience.

OR A master's degree in the specified fields from an accredited college or university.

CAREER LADDER PROGRESSION: One year of full-time experience at TCEQ as an Environmental Permit Specialist I.

Environmental Permit Specialist III - A bachelor's degree from an accredited college or university with a major in engineering, physical science, environmental science, or a related field, plus two years of full time experience in performing engineering, technical, or related work in environmental permitting or control activities.

Passing the Fundamentals of Engineering examination may be substituted for six months of the required experience.

OR A master's degree in the specified fields from an accredited college or university may substitute for one year of the required experience.

OR A doctoral degree in the specified fields from an accredited college or university may substitute for two years of the required experience.

CAREER LADDER PROGRESSION: One year of full-time experience at TCEQ as an Environmental Permit Specialist II.

Environmental Permit Specialist IV - A bachelor's degree from an accredited college or university with a major in engineering, physical science, environmental science, or a related field, plus four years of full time experience in performing engineering, technical, or related work in environmental permitting or control activities.

Passing the Fundamentals of Engineering examination may be substituted for six months of the required experience.

OR A master's degree in the specified fields from an accredited college or university may substitute for one year of the required experience.

OR A doctoral degree in the specified fields from an accredited college or university may substitute for two years of the required experience.

CAREER LADDER PROGRESSION: Two years of full-time experience at TCEQ as an Environmental Permit Specialist III.

**Preferred Requirements:**

Experience with environmental permitting processes and/or in reviewing environmental permits.

Bachelor's degree in engineering.

Certification as an Engineer-in-Training (EIT).

Experience in reviewing, validating, and/or interpreting analytical data from laboratory-generated reports.

**Special Requirements:**

Moving up to 40 pounds of permit application materials.

Traveling up to 10% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment.

Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ.

TCEQ will conduct a criminal history records search on candidates selected for posted vacancies.

Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Development (HRSD) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSD for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer